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DD/S#4412-70

21 JAN 1970

MEMORANDUM FOR: Directorate Representatives for Space Utilization

SUBJECT : Space Report - ADP Verification and Updating

REFERENCE : Memo dtd 8 Sep 69 to Directorate Representatives for Space Utilization fr C/LSD/OL, same subj.

1. Attached are two copies of the 20 January 1970 Computer Run on Agency Metropolitan Area Space (CRAMS) for each component within your Directorate.

2. Kindly verify all data, cross out incorrect entries and write in corrected information on both copies of the computer print-out returning one copy to the Logistics Services Division, OL, (LSD/OL), room 4E06, Headquarters Building, before 10 February 1970. The second copy is for your files. Components are requested to add additional data such as personnel figures and/or room numbers, etc., when applicable, to the listing at this time. In several cases the particular information desired from components is indicated on the computer print-out.

3. The Space Utilization Report is intended to serve your purposes as well as the Office of Logistics; consequently, if a different breakdown of the information is more useful, feel free to footnote the feedback copy of the print-out. If sketches or other visual aids are required, contact the Architectural Design Staff, LSD/OL, room 1J45, Headquarters Building, extension 5245.

4. Indicate on the LSD/OL feedback copy the name, room number, and extension of the person to whom inquiries regarding the data may be directed.

[redacted] 25X1A9a

Chief, Logistics Services Division, OL

Att
As Above

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GROUP 1 Excluded from automatic downgrading and declassification

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MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

Attachment

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